

Message Text

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46

ORIGIN SS-15

INFO OCT-01 AF-10 ISO-00 SY-10 SSO-00 CCO-00 OC-06 AS-01

A-01 OPR-02 RSC-01 /047 R

DRAFTED BY S/S-S:RGHSEITZ

APPROVED BY S/S - SGAMMON

S/S/-EX - K. JENKINS

D - MR. ROBERTS

S/S-S - RVIETS

S/S-O - MEALUM

AF - WBRADFORD

AF - NRAWLS

DESIRED DISTRIBUTION

D,S/S, AF, A/SY

----- 025574

P 051703Z OCT 73

FM SECSTATE WASHDC

TO AMEMBASSY ADDIS ABABA PRIORITY

AMEMBASSY DAR ES SALAAM PRIORITY

AMEMBASSY KINSHASA PRIORITY

AMEMBASSY LAGOS PRIORITY

AMEMBASSY MONROVIA PRIORITY

AMEMBASSY RABAT PRIORITY

INFO AMEMBASSY OUAGADOUGOU PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (RUSH, KENNETH), AF

SUBJ: DEPSEC VISIT: S/S REQUIREMENTS.

1. COMMUNICATIONS ARRANGEMENTS.

A. TWO EXECUTIVE SECRETARIAT TEAMS CONSISTING OF FSO'S RAYMOND SEITZ AND MILES PENDLETON AND TWO SECRETARIES NOT YET CHOSEN WILL ACCOMPANY THE DEPUTY SECRETARY ON HIS AFRICAN TRIP. S/S WILL BE AVAILABLE ON CALL 24-HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON LIMITED OFFICIAL USE
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IMPORTANT MESSAGES CONCERNING THE DEPUTY SECRETARY OR MEMBERS OF HIS PARTY. COMMUNICATORS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE DEPUTY SECRETARY OR HIS PARTY WILL BE SLUGGED TODEP. OUTGOING CABLES TO THE DEPARTMENT FROM THE DEPUTY SECRETARY OR HIS PARTY, AND CABLES DEALING WITH ANY MATTER RELATING TO HIS VISIT WILL BE SLUGGED DEPTO. LATERAL CABLES WILL BE SLUGGED "FOR THE DEPUTY SECRETARY" OR "FOR THE DEPUTY SECRETARY'S PARTY" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIUBTION OF TODEP/DEPTO TRAFFIC AND OF ALL CABLES FOR DEPUTY SECRETARY OR HIS PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF DEPUTY

SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR RESPONSIBILITY.

D. TODEP AND DEPTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN DEPUTY SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND NEXT SCHEDULED POST GIVING THE LAST DEPTO AND TODEP NUMBERS. ALL REPEAT ALL OUTGOING DEPTO TELEGRAMS WILL BE SIGNED RUSH AND MUST BE CLEARED BY S/S. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING DEPTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMUNICATOR WHICH APPEARS TO PERTAIN TO DEPUTY SECRETARY'S VISIT, SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN DEPTO SERIES. INCOMING TODEP CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH SIZE PAPER.

FOR MONROVIA AND RABAT: BECAUSE THE DEPUTY SECRETARY'S PARTY WILL SPEND ONLY A FEW HOURS IN OUGADOUGOU, MONROVIA SHOULD SEND SERVICE TO RABAT AS NEXT STOP. AFTER DEPARTURE FROM MONROVIA, DEPARTMENT WILL SEND ONLY THE MOST URGENT TODEP MESSAGES TO OUGADOUGOU, INFO RABAT.
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FOR OUGADOUGOU: SHOULD EMBASSY RECEIVE TODEP MESSAGES OR BE ASKED TO SEND DEPTO MESSAGES, PROCEDURES ABOVE SHOULD BE FOLLOWED.

E. S/S WOULD LIKE FOLLOWING DISTRIBUTION OF CABLES: 1) TODEP/DEPTO (NODIS AND EXDIS) SEVEN COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. DUMMY POST FILE SHOULD BE ESTABLISHED.

BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING
2) TODEP/DEPTO (LIMDIS, ALL OTHER TODEP/DEPTO CABLES,

AND CABLES FOR SECRETARY'S PARTY, TEN COPIES TO S/S ONLY.
S/S WILL DISTRIBUTE; 3) EMBASSY TRAFFIC SHOULD BE
SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD
BE PROVIDED TO S/S (10 COPIES).

FOR ADDIS AND MONROVIA: COMMUNICATIONS
SUPERVISOR SHOULD ARRANGE FOR ADDITIONAL DISTRIBUTION OF
EMBASSY TRAFFIC REPEAT EMBASSY TRAFFIC TO VISITING CHIEFS
OF MISSION.

F. SPECIAL SUMMARIES - DAILY SPECIAL SUMMARIES
FOR THE DEPUTY SECRETARY WILL BE SENT BY IMMEDIATE CABLE
FROM DEPARTMENT OPERATIONS CENTER. THEY WILL BE
NUMBERED CONSECUTIVELY WITHIN THE TODEP SERIES AND SHOULD
BE RECEIVED BY 0600 EACH DAY. IF NOT RECEIVED BY THIS
TIME COMMUNICATIONS SUPERVISOR SHOULD, ON HIS OWN
INITIATIVE, SEND AN IMMEDIATE SERVICE. THE SPECIAL
SUMMARIES SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS.
MATS SHOULD BE PROOFED BEFORE REPRODUCTION.

2. ADMINISTRATIVE ARRANGEMENTS

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE
FOR S/S USE ON 24-HOURS BASIS. THIS VEHICLE SHOULD
NOT BE USED OR DISPATCHED FOR ANY OTHER PURPOSE.

B. TOP SECRET-CLEARED COURIER SERVICE SHOULD ALSO
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BE AVAILABLE ON 24-HOURS BASIS.

C. S/S OFFICES:

1. SIZEABLE OFFICE AREA OR ROOMS AT EMBASSY FOR
S/S TEAMS WITH ADDITIONAL DESK AVAILABLE FOR
TRIP SUPPORT OFFICER (S/S-EX)
2. TWO ELECTRIC TYPEWRITERS (PREFERABLY
ELECTRIC)
3. NORMAL OFFICE SUPPLIES AND FORMS
4. TWO CONFERENCE TYPE TABLES AND ONE FILE
CABINET
5. ONE XEROX MACHINE
6. TWO COPIES EMBASSY PHONE BOOK, ONE CITY
PHONE BOOK, ONE POST REPORT, ONE DIPLOMATIC
LIST AND ANY OTHER USEFUL PAMPHLETS OR
INFORMATION.

D. S/S REQUIRES 24-HOUR OPEN STORAGE FOR CLASSIFIED
MATERIAL; ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR MARINE
GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE
ACCESS TO S/S AREA.

3. MISCELLANEOUS ARRANGEMENTS.

A. FSO SHOULD BE ASSIGNED TO S/S DURING VISIT AND SHOULD MEET S/S TEAMS AT AIRPORT WITH S/S VEHICLE. TOP SECRET-CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S FOR SAME PERIOD.

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS SHOULD BE AVAILABLE ON 24-HOUR BASIS. DESIRABLE, IF POSSIBLE, TO HAVE FIVE COPIES OF EACH ITEM DELIVERED TO S/S.

C. FIVE COPIES OF EACH AVAILABLE ENGLISH-LANGUAGE AND LOCAL NEWSPAPER SHOULD BE DELIVERED DAILY TO S/S AS SOON AS AVAILABLE. FSO ASSIGNED TO S/S SHOULD HAVE ON ARRIVAL LIST OF WHICH PAPERS ARE AVAILABLE, HOW OLD THEY ARE, AND TIME THEY WILL BE DELIVERED TO S/S.

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D. POST SHOULD ALSO PREPARE A DAILY ENGLISH SUMMARY OF LOCAL PRESS ITEMS CONCERNING DEPUTY SECRETARY'S VISIT. IF LOCAL PRESS IN ENGLISH ONLY, CLIPPINGS WILL SUFFICE. THIS REQUIREMENT SHOULD NOT BE CONFUSED WITH POINT C ABOVE, AND IS NORMALLY ASSIGNED TO USIS. SIGNIFICANT ITEMS WHICH APPEAR IN PRESS AFTER PARTY'S DEPARTURE SHOULD BE POUCHED TO RAYMOND SEITZ, S/S-S, ROOM 7241, DEPARTMENT OF STATE. FIVE COPIES REQUIRED.

E. FSO ASSIGNED TO S/S SHOULD HAVE AVAILABLE FOR S/S TEAM ON ARRIVAL REPEAT ON ARRIVAL BRIEF DRAFT NOTES OF APPRECIATION FROM THE DEPUTY SECRETARY TO APPROPRIATE OFFICIALS. DETAILS MAY BE ADDED AS NECESSARY DURING VISIT.

F. FSO SHOULD HAVE AVAILABLE ON ARRIVAL SEATING CHARTS FOR ANY SOCIAL FUNCTIONS THE DEPUTY SECRETARY MAY ATTEND. IN ALL PROBABILITY, THESE WILL ONLY BE CHARTS OF AMERICAN-HOSTED FUNCTIONS.

FOR ADDIS AND MONROVIA: WOULD APPRECIATE BY CABLE TO DEPARTMENT SLUGGED FOR S/S NOT LATER THAN OCTOBER 15 SEATING ORDER FOR WORKING SESSIONS OF CONFERENCES.

G. POSTS SHOULD PREPARE AS QUICKLY AS POSSIBLE AFTER SIGNIFICANT BILATERAL A MEMORANDUM OF CONVERSATION. IF MEMCON CANNOT BE PREPARED PRIOR TO PARTY'S DEPARTURE, POST SHOULD CABLE MEMCON TO NEXT POST SLUGGED FOR S/S.

H. S/S WILL REQUIRE 2 COPIES OF DAILY WIRELESS FILE WHEN AVAILABLE.

I. S/S FULLY UNDERSTANDS THAT SOME OF THE
ARRANGEMENTS ABOVE MAY PROVE DIFFICULT FOR POST AND
APPRECIATES YOUR EFFORTS RUSH

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Message Attributes

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Draft Date: 05 OCT 1973
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Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: collinp0
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: n/a
From: STATE
Handling Restrictions: n/a
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DAR ES SALAAM
KINSHASA
LAGOS
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